

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 946
NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN: 962-4208/4215
<http://www.arguard.org/HumanResources/HROMain.htm>**

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 04-388T
OPENING DATE: 22 September 2004 **CLOSING DATE: 13 October 2004**

POSITION TITLE, SERIES AND GRADE	POSITION NUMBER	SALARY RANGE
Human Resources Assistant (Military) GS-0203-07	80528E00	\$33,071-\$42,9934 pa

TYPE OF APPOINTMENT: Technician, Excepted, Enlisted not to exceed MSgt/E-7
Non-Supervisory, Permanent

NOMINATING OFFICIAL: Mrs. Collette Freeman, Personnel Superintendent
LOCATION OF POSITION: 188th Fighter Wing, AR ANG, Fort Smith, AR 72903
AREA OF CONSIDERATION:

Onboard:

- (1) Onboard qualified technicians of the 188th Fighter Wing.
- (2) Onboard qualified technicians of the Arkansas Air National Guard.

New Hire:

- (3) Onboard qualified technicians of the AR ARNG.
- (4) Qualified members of the AR ANG/AR ARNG.
- (5) Individuals who are not members of the National Guard, but are eligible to acquire membership in an available and compatible military grade for excepted technician positions.

QUALIFICATION REQUIREMENTS: GENERAL: Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs. **SPECIALIZED:** Must have 12 months experience performing (Personnel support work and/or customer service such as processing personnel actions, compiling data for personnel reports, preparation and maintenance of personnel records and providing one-on-one customer assistance at the next lower grade level.

PLACEMENT FACTORS: Applicants should demonstrate through prior experience, education and training the following: (1) Knowledge of the Military Human Resources to include management of personnel records. (2) Ability to process a variety of personnel staffing actions in RAPIDS, DEERS and PCARS. (3) Ability interpret, explain and apply wing, Air Force and DOD Personnel policies (4) Demonstrated ability to prepare official correspondence for release to the wing and/or civilian dependent personnel. (5) Ability to work cooperatively with other functional areas. (6) Demonstrated ability to provide professional customer service to both military members and dependents. (7) Knowledge SGLI, TSP, and Tricare. (8) Completion of appropriate technical school/CDC courses. Upon selection, must be a member of the 188th FW, AR ANG, and assigned to a compatible military position in AFSC 3S0X1.

SUMMARY OF DUTIES: This position is located within an Air National Guard Military Personnel Flight (MPF), Mission Support Group at an Air National Guard flying wing. The primary purpose is to assist a higher graded specialist in researching/studying/analyzing and administering all aspects of the assigned function(s). Performs duties in one or more program areas as described below. Incumbent identifies the scope or nature of a situation and determines the need for and obtains additional information through research of pertinent records, identifying trends and patterns, and/or review of technical reference material in order to resolve problems or controversies pertaining to human resources matters. Ensures accuracy of information input in the Defense

Enrollment Eligibility Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS). Participates in development of procedures and establishment of policy for building, updating, auditing, and for accountability and disposition of automated and manual records. Ensures records are accurately maintained and updated. Provides assistance to higher-grade employee with the Point Credit Accounting and Reporting System (PCARS) program. Compiles reports and statistical information regarding various programs. Verifies information and prepares or ensures preparation of ID card requests for all eligible personnel. Assists in the management of the Servicemen's Group Life Insurance (SGLI) program. Ensures unit members are aware of various benefits available through TRICARE medical/dental programs, Survivor Benefits, Thrift Savings Plan (TSP), etc. Participates in management of the Military Dress and Appearance program. Fully participates in administration of the Casualty Service Program and in monitoring of the Family Care Program. Ensures action is taken to correct military records when required. In the absence of the program manager, may assume responsibility for control of the Customer Services element. Processes military passports and applications.

APPLICATION INSTRUCTIONS: Individuals meeting General and Specialized Qualification Requirements may apply by submitting application package (listed below), so that it will arrive on or before the closing date of the Employment Opportunity Announcement. **WHATEVER APPLICATION FORMAT IS USED, IT IS CRITICAL THAT ALL REQUIRED INFORMATION IS SUBMITTED, PARTICULARLY ALL EXPERIENCE PERTAINING TO SPECIALIZED QUALIFICATION REQUIREMENTS.** Submit applications to the Human Resources Office, Camp Robinson-HRO-Box 946, North Little Rock, AR 72199-9600, or to the 188th FW/DPM, 4850 Leigh Ave., Fort Smith, AR 72903-6096. **Application must be signed in original ink. FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** Male applicants between the ages of 18 and 25 must be registered with the Selective Service System, as provided in Section 1622 of the Defense Authorization Act of 1986, prior to appointment to a Civil Service position for which selected. Applicants not registered prior to age 26 are ineligible for employment in the Federal Civil Service System. Evaluation will be based on the experience/qualification requirements stated in the announcement; therefore, it is important that every requirement be based on the application. When possible, experience should be explained in terms of knowledge, skills and abilities. Substantial changes in duties and responsibilities should be fully explained so that appropriate credit may be given. **Application package consists of following:**

1. **OF 612** – Optional Application for Federal Employment, **or Resume, or other written format.**
2. **AG AR Ark Form 1:** Chronological Summary of Military Experience. Include assignments, training and experience, and AFSCs/MOSs awarded.
3. **AG AR Ark Form 6:** Military and Civilian Education. Include hours or weeks, and dates completed. If attendance was less than full time (i.e., night school) indicate actual hours.
4. **AG AR Ark Form 22:** Pre-Appointment Certification Statement.
5. **SF 181:** Race and National Origin Identification.

This position with the Arkansas National Guard is a Title 32 USC 709 position, not Title 5, and as such has different RIF criteria, certain grade and promotion limitations, and no Veterans Preference. Direct Deposit/Electronic Funds Transfer of Civilian Pay is required as a condition of employment, promotion, or reassignment. Initial inprocessing of new employees will include enrollment procedures. Superior qualifications criteria may apply. PCS may be authorized in accordance with Joint Travel Regulations. **THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH, ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTORS, SUCH AS RACE, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.**

//SIGNED//

GERALD L. ROBINSON

Capt, AR ANG

Supervisor Human Resources Specialist

(Classification)